

## **STUDENT EDUCATION AFFILIATION AGREEMENT**

*(Revised October 2011)*

This Student Education Affiliation Agreement (the "Agreement"), is made and entered into as of the 1st day of January 2012, by and between Saint Joseph College (hereinafter the "School") and Connecticut Department of Children and Families (hereinafter the "Institution" or the "Contractor").

**WHEREAS**, the School desires to provide supervised clinical or other fieldwork experience and instruction as part of its educational program for its students (the "Students"); and

**WHEREAS**, the Institution, in the interest of furthering the educational objectives of the School, desires to make its facilities available to the Students for such experience:

**NOW THEREFORE**, in consideration of the promises and the mutual covenants, agreements and undertakings hereinafter set forth, it is hereby AGREED:

1. Clinical Experience: The Institution shall accept, in accordance with the terms of this agreement, Students from the School for participation in a clinical experience (the "Program"). The Institution shall provide the opportunity for qualified Students to perform clinical work under the supervision of a preceptor to be provided by the Institution (the "Preceptor") in accordance with the terms of this Agreement.
2. Planning of Educational Program: The School shall be responsible for the planning, implementation and execution of all educational aspects of the Program, including the requirements for matriculation, promotion and graduation.
3. Philosophy and Objectives of the Program: The School shall convey to the Institution's personnel information about the philosophy and objectives of the Program.
4. Instruction and Supervision: The Institution shall provide a Preceptor who shall be responsible for planning and implementing individual Student assignments, for supervising Students while performing those assignments, and for evaluating Student performance in accordance with criteria developed by the School. The School shall provide Faculty for the purpose of tracking Student progress and for consultation with the Institution, as necessary. The Faculty shall be solely responsible for assigning a final course grade to the student.
5. Notification of Program Requirements: The School shall submit to the Institution, at least thirty (30) days prior to commencement of the Program, a description of the types of clinical experiences needed, the dates during which such experiences will be needed, the number of Students expected to participate in the Program, and the names, professional credentials, and evidence of current licensure of Faculty who will supervise the Students. The School shall inform the Institution as soon as practicable

of any changes in information previously provided to the Institution regarding the Program.

6. Orientation for Students. The Institution shall provide orientation for Students regarding those Institution policies, procedures, and rules. The Institution shall inform Faculty of information shared in orientation, and provide updates during the year as it relates to policies, procedures, and rules.
7. Compliance with the Institution's Rules by Students and Faculty: The School shall instruct its Students and Faculty to comply with all rules and regulations of the Institution. Upon the Institution's request, the School shall promptly withdraw from participation in the Program any Student or any member of the Faculty who willfully fails to comply with the Institution's rules and regulations.
8. Background Checks: The Institution shall conduct a criminal and child protective services check for all participating students.
9. Confidential Information: The School shall instruct its Students, Faculty and School Personnel to comply with the Institution's policies regarding the safeguarding of confidential information and advise them not to disclose any confidential material or information connected with the Institution or any of its clients in violation of such policies.
10. Withdrawal: Either the School or the Agency may withdraw any student from the practicum or internship based on perceived lack of competency on the part of the student, the student's failure to comply with the policies and procedures of the Agency, the Agency's failure to provide the required experiences, the program's lack of orientation for the Agency, or for any other reason where either party reasonably believes that it is not in the best interest of the student or the agency to continue in the practicum or internship.
11. Equipment and Use of Facilities: The Institution shall provide equipment and supplies necessary for the administration of care by the Students, space for conferences connected with the Students' clinical instruction, and locker room or equivalent space for use by Students and Faculty. Students and Faculty may use the Institution cafeteria while participating in the Program, at their own expense.
12. Insurance: During the term of this agreement, the University shall maintain professional liability insurance covering each student for his or her acts or omissions while participating in student curriculum activity at the (Externship Site/Clinical Site/Institution/Hospital).
13. Evaluations. Appropriate Institution personnel shall meet at least once each year with the School's Program department head for the purpose of evaluating the Program.
14. Accommodations for Persons with Disabilities: In the event that a Student or member of the Faculty requests accommodations for a disability in addition to those

accommodations that are then available at the Institution, if the School determines that such additional accommodations should be provided, the School shall be responsible for making any arrangements necessary to provide those additional accommodations.

15. Term and Termination of Agreement: The Agreement shall be effective as of the date first written above and shall continue in effect for three (3) years. Thereafter, if permitted by applicable law, this Agreement may be renewed for successive one-year terms by the mutual written consent of the parties. Either party may terminate this Agreement at any time without cause by giving thirty (30) days' written notice to the other party in accordance with Section 18 below.
16. Students and Faculty Not Employees or Agents: The parties hereby acknowledge and agree that neither the Students nor the Faculty shall be considered employees or agents of the Institution.
17. Governing Law: The validity, construction, performance and effect of this Agreement shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws, and any question arising under of this Agreement shall be construed or determined according to such laws, except to the extent preempted by federal law.
18. Notices: Any notice required to be given pursuant to the terms of this Agreement shall be in writing and shall be sent, postage prepaid, by certified mail, return receipt requested, to the Institution or the School at the address set forth below. The notice shall be effective on the date of delivery indicated on the return receipt.
- If to the Institution:  
Attention: Internship Program  
DCF Training Academy  
505 Hudson Street  
Hartford, CT 06106
- If to the School:  
Attention:
19. Prohibition Against Assignment: This Agreement may not be assigned by either party without the prior written consent of the other party.

IN WITNESS WHEREOF, the parties here to have executed this Agreement as of the date first written above.

[Institution]

By: \_\_\_\_\_

Name: Joette Katz

Title: Commissioner

Date: 2/8/12

[School]

By: \_\_\_\_\_

Name: St. Joseph College - West Hartford CT 06117

Title: Field Education Coordinator

Date: 11/7/2011